

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 23

October 26, 2011

SUBJECT: ON-CALL STATUS - SUPERIOR COURT - RENAMED; AND
ON-DUTY DAY-WATCH EMPLOYEE - RESPONSIBILITY AND
OFF-DUTY EMPLOYEE - RESPONSIBILITY - REVISED AND RENAMED

EFFECTIVE: IMMEDIATELY

PURPOSE: This Order revises and renames Department Manual Sections 3/212, *On-Call Status - Superior Court*; 3/212.10, *On-Duty Day-Watch Employee - Responsibility*; and 3/212.20, *Off-Duty Employee - Responsibility*. There have been incidents where off-duty Department employees have responded to court locations after being served with on-call subpoenas, which have resulted in unnecessary overtime expenses. Effective immediately, an employee shall report to court or remain on-call, as directed by the subpoena. These procedures apply to all courts.

PROCEDURE:

- I. **ON-CALL STATUS - SUPERIOR COURT - RENAMED.** Department Manual Section 3/212, *On-Call Status - Superior Court*, has been renamed as *On-Call Status - Court*.
- II. **ON-DUTY DAY-WATCH EMPLOYEE - RESPONSIBILITY - REVISED AND RENAMED.** Department Manual Section 3/212.10, *On-Duty Day-Watch Employee - Responsibility*, has been revised and renamed as *On-Duty Day-Watch Employee's Responsibilities*.
- III. **OFF-DUTY EMPLOYEE - RESPONSIBILITY - REVISED AND RENAMED.** Department Manual Section 3/212.20, *Off-Duty Employee - Responsibility*, has been revised and renamed as *On-Call Status and Off-Duty Employee's Responsibilities*.

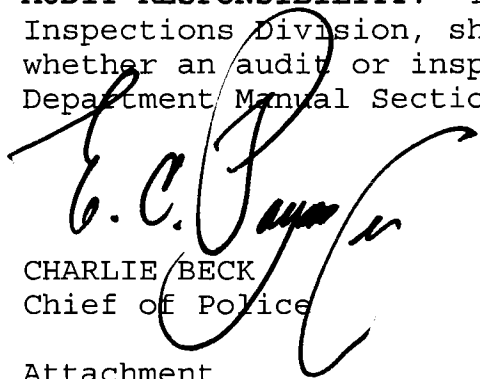
Attached are the revised Manual Sections with revisions indicated in italics.

AMENDMENTS: This Order amends Sections 3/212, 3/212.10, and 3/212.20 of the Department Manual.

MONITORING RESPONSIBILITY: All commanding officers shall have monitoring responsibility for this directive.

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AUDIT RESPONSIBILITY: The Commanding Officer, Internal Audits and Inspections Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.

A large, stylized handwritten signature in black ink, appearing to read "C. Beck", is written over the typed name and title.

CHARLIE BECK
Chief of Police

Attachment

DISTRIBUTION "D"

DEPARTMENT MANUAL
VOLUME III
Revised by Special Order No. 23, 2011

212. ON-CALL STATUS – COURT.

212.10 ON-DUTY DAY-WATCH EMPLOYEE'S RESPONSIBILITIES. An employee assigned to day watch who receives a subpoena for "on-call" court and who is on-duty on the date of the court appearance shall:

- Report for his/her normal duty assignment;
- Advise his/her supervisor of the "on-call" status for that date; and,
- Cause the subpoena control officer to place a check mark in the "on-call" column opposite the employee's name on the concerned entry in the Employee Subpoena Record, Form 15.29.00.

212.20 ON-CALL STATUS AND OFF – DUTY EMPLOYEE'S RESPONSIBILITIES. *An employee shall report to court or remain on-call, as directed by the subpoena. When a subpoena includes a statement that the concerned employee has been placed "on-call," the off-duty employee shall not report to the designated court, unless directed to do so by the concerned court liaison personnel or the assigned prosecuting attorney. When an off-duty employee receives an on-call subpoena, he/she shall:*

- *If working, notify the day-watch watch commander that the employee is on-call for court;*
- *Ensure that the Area/division subpoena control officer has a valid telephone number where the employee can be reached; and,*
- *Be available to appear in court within one hour after receiving notification to report to the concerned court.*

The employee shall remain on-call until 1600 hours that day, unless notified earlier of the termination of the employee's on-call status.